

## BY-LAW NO. 2018/76

### BEING A BY-LAW TO REGULATE SIGNS AND OTHER ADVERTISING DEVICES, INCLUDING POSTING OF NOTICES WITHIN THE MUNICIPALITY OF WEST NIPISSING

---

**WHEREAS** pursuant to Section 11(3) 7 of the Municipal Act, R.S.O. 2001, as amended, authorizes the Council to pass by-laws regulating structures, including fences and signs;

**AND WHEREAS** The Council of the Corporation of the Municipality of West Nipissing deems it advisable to enact a by-law regulating signs for the purpose of avoiding traffic hazards, unsightly appearance and maintaining aesthetic and architectural integration of all Municipal street scapes and abutting properties;

**AND WHEREAS** Council deems it desirable to regulate postering while maintaining safety, litter control and to prevent visual blight in relation to the placement of posters on municipal property.

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING HEREBY ENACTS AS FOLLOWS:**

---

#### 1. SCOPE

---

This by-law shall apply to signs erected, displayed or substantially altered within the municipal limits of the Municipality of West Nipissing.

---

#### 2. DEFINITIONS

---

"**Abandoned sign**" shall mean a sign which no longer identifies or advertises a bone fide business, lessor, service, owner, product, or activity, or for which no legal owner can be found.

"**Advertising Device**" shall mean any device or object erected or located so as to attract public attention to any goods or services or facilities or events and includes flags, banners, pennants and lights.

"**Alter**" shall mean any alteration to the supports or structure of a sign, which includes any alteration to the message, advertisement or emblem thereon, provided that such alteration does not compromise the structure or support of said sign.

"**Animated Sign**" shall mean a sign that, whether by mechanical and/or electrical means, is set in motion or appears to be set in motion, which fixture is an integral part of the construction of said sign, and shall include signs that project any moving or changing image.

"**Awning/Canopy**" shall mean any structure which projects from the exterior face of a building wall and which may afford protection or shelter from the weather on which a sign may be placed.

"**Banner Sign**" shall mean a temporary sign or advertising device made from cloth, plastic or similar lightweight non-rigid material

"**Billboard/Highway Signs**" shall mean a sign that advertises or identifies a product or service available or a business not conducted on the property where the sign is located.

"**Building Street Frontage**" shall mean the width of the exterior wall of the building that runs parallel to a public street and in the case of a commercial building, each and any store of such building used for commercial purposes.

"**Construction Sign**" shall mean a sign identifying the contractor involved in the renovation, construction or demolition of a building or structure. Said sign shall not be permanently constructed at one place in the ground or be affixed to any other sign structure. Said sign shall be non-illuminated and shall be located on the property where the work is being performed and only during the period of such work.

"**Council**" means the Council of the Corporation of the Municipality of West Nipissing

"**Directional Signage**" shall mean signage instituted by the Municipality to provide local identification and available for rental by business owners, community groups or organizations.

"**Fascia Sign**" shall mean a sign which is any manner affixed to any exterior wall of a building or structure, and which does not project from the building wall or structure and does not extend above the parapet, eaves or building facade of the building on which it is located.

"**Free Standing Sign**" shall mean a sign supported directly from the ground by a structure whose principal use is the support of the sign.

"**Ground Sign**" shall mean a sign supported by uprights or braces in or upon the ground or structural base, which is not attached to any part of the building and which, because of its design nature may not be moved, and is primarily used to identify the name and/or location of the building on the property on which the sign is located.

"**Mobile Sign**" shall mean any sign not permanently attached to the ground or any other permanent structure which is capable of being easily relocated, and includes, but is not limited to, signs designed to be transported by means of wheels; umbrellas used as advertising, inflatable signs, signs attached to or painted on vehicles/trailers parked and visible from a public street, unless said vehicle/trailer is used in the normal day to day operations of the business.

"**Municipality**" means The Corporation of the Municipality of West Nipissing

"**Parapet Sign**" shall mean a sign erected on the wall extending above the roof line of a building.

"**Poster**" shall mean any notice, or sign which contains direction, information, identification or advertisement. Posters shall be no bigger than 11" x 17" and must be attached with tape or tie-wraps only to utility poles with consent from the property owner.

"**Sandwich Board Sign**" shall mean a sign with two independent sides attached together by a hinge to allow them to be folded for removal and placing on the sidewalk at opening and closing of a business. The width of the sign is not more than 0.5 meters and the height not less than 1.5 meters. It is not to be considered as a mobile sign.

"**Sign**" shall mean any device, structure, fixture or placard using graphics, symbols and/or written copy for the primary purpose of identifying, providing directions or advertising any establishment, product, goods or services, with the exception of window displays, interior signs, flags.

"**Sign Height**" shall mean the vertical distance from the grade of the nearest street to the highest point of the sign.

"**Sign Size**" shall mean the area of a sign computed by multiplying the maximum width of a sign by the maximum length of that sign.

"**Temporary Sign**" shall mean a sign not permanently attached to the ground or any other permanent structure and is not intended for long term use. It is primarily used to advertise special events, grand openings or holidays and includes construction signs, election signs and real estate signs.

"**Window Sign**" shall mean a sign installed inside a window and intended to be viewed from the outside.

"**Zone**" shall mean zone designation contained in the Municipality of West Nipissing's zoning by-law as amended.

---

### **3. GENERAL PROVISIONS**

---

3.1 No person shall erect, display or maintain:

- a) abandoned signs
- b) signs imitating or resembling traffic sign or government signs
- c) banners
- d) rooftop signs
- e) hanging signs

3.2 No person shall without first having obtained a Building Permit from the Municipality, as set out in Schedule "A":

- a) construct or alter a sign
- b) cause construction or alteration of a sign

- 3.3. The owners of any sign erected or altered in the Municipality shall conform to:
- a) the provisions of this by-law
  - b) to any applicable requirements of the Ontario Building Code
  - c) any order issued under this by-law
- 3.4. Signs that emit flashing or intermittent illumination are prohibited. Strings of light bulbs of low intensity, such as Christmas decorations, are excluded from the provision.
- 3.5. When external lights are used to illuminate signs, such lights shall be:
- a) directed away from any adjacent residential premises
  - b) directed away from the path of vehicle traffic.
- 3.6. A permit is not required for the following signs or advertising devices:
- a) a poster or temporary sign announcing special events, grand openings or holidays. Such signs and decorations may be erected no earlier than ten (10) days prior to a special event or holiday and shall be removed **two** (2) days following the event or holiday. Special events may include events hosted by the Municipality or non-profit organizations (i.e.: Festivals, Service Groups, Trade Fairs).
  - b) holiday or special event decorations
  - c) nameplates of 0.2 sq. m. or less
  - d) election / political signs
  - e) real estate signs
  - f) public signs or notices, or any sign related to an emergency
  - g) construction signs, directional / information signs
  - h) incidental signs
  - i) window signs, displays, interior signs, handbills or window posters
- 3.7. Notwithstanding any other section of this by-law, no person shall construct, affix, attach, fasten, alter, display or continue to display any sign which obstructs the sight of or access to any of the following:
- a) Fire hydrant
  - b) Sprinkler connection
  - c) Fire alarm box
  - d) Police call box
  - e) Traffic signal box
  - f) Traffic signal light
  - g) Street light poles
  - h) Traffic sign
  - i) Manhole
  - j) Catch basin
  - k) Waterworks
  - l) Valve chamber
  - m) Fire escape
  - n) Emergency exit from a building
- or any other property that would be deemed by the Municipality of West Nipissing on reasonable grounds that public or occupational safety would be at risk if sight of such property is obstructed.
- 3.8. No person shall construct, alter, display or continue to display a sign which prevents free access to any part of a building
- 3.9. No person shall hinder free access to any sign by municipal representatives
- 3.10. Notwithstanding any other section of this By-law, no person shall construct, affix, attach, fasten, alter, display or continue to display any sign which obstructs free and immediate access to any of the items listed in Section 3.7 above or on any other property deemed by the Municipality of West Nipissing on reasonable grounds that public or occupational safety would be at risk if obstructed sight of such property is obstructed.
- 3.11. No commerce or business shall be permitted to erect any notice, writing, display, advertisement or device that is used or intended to attract attention or convey a message to premises, business, services and products or other real or personal property, whether or not it contains words, other than on their own place of business.
- 3.12. Commercial signs, advertising signs, business identification signs, fascia signs, free-standing, illuminated or incidental signs, mobile signs, projecting or roof-top, and inflatable signs shall be restricted to commercial establishments and to areas zoned as such in the Municipality of West Nipissing Zoning By-laws.

---

#### **4. APPLICATION FOR SIGN**

---

- 4.1 No person shall erect or display a sign unless an application for a permit to construct or demolish, under the Building Code Act, has been filed at the Municipal Office, which has been signed by the applicant and the applicable fee deposited.
- 4.2 Each applicant shall pay to the Municipality a permit fee of in accordance with By-Law No. 2016/34, as amended.
- 4.3 The Chief Building Official shall approve an application only if it is in compliance with the by-law.

---

#### **5. ABANDONED AND HAZARDOUS SIGNS**

---

- 5.1 No person shall erect, display or allow the erection or display of any sign which constitutes a danger to the public by reason of:
- a) faulty support, or
  - b) inadequate construction, or
  - c) dangerous distraction to vehicular traffic
- 5.2 No person shall close or cease to operate a business for which a sign has been erected without removing the sign within ninety (90) days of the cessation of operation of the business.
- 5.3 Where a sign is erected, displayed or abandoned contrary to this by-law, the Chief Building Official shall forward a notice, by personal service, to the lessee or owner of the sign or their agents, or if there is no lessee, or the lessee, owner or agent cannot be determined with certainty, to the person or agent therefore having the use or major benefit of the sign, or if such person is unknown, to the registered owner of the land on which the sign is situated, requiring that illegal or abandoned sign be removed, or in a proper case, be made to comply with this by-law within 30 days of the date of the notice, it may be pulled down and removed by the Municipality.

In cases of emergency, the Chief Building Official may cause the immediate removal of a dangerous or hazardous sign, as outlined in section 5.1 without notice.

---

#### **6. NON CONFORMING SIGNS**

---

##### **Determination of legal non conformity**

Existing signs that do not conform to the specific provisions of the by-law may be eligible for the designation "legal non-conforming" provided that the signs was installed in conformity with a valid permit or variance, or complied with all applicable laws on the date of adoption of this by-law.

##### **Loss of Legal non-conforming status**

A legal non-conforming sign may lose this designation if;

- a) the sign is relocated or replaced.
- b) the structure or size of the sign is altered in any way except toward compliance with this by-law. This does not refer to normal maintenance.

- 6.3 Any person who maintains a legal non-conforming sign is subject to all requirements of this by-law regarding safety, maintenance and repair.

If the sign suffers more than fifty (50) percent damage or deterioration, based on an appraisal, the owner shall bring the sign into conformity with this by-law or be removed.

---

#### **7. REMOVAL OF UNLAWFUL SIGNS**

---

- 7.1 Where a sign is erected or displayed in contravention of this By-law, such sign may be pulled down or removed by the Municipality in the manner stated in this section.
- 7.2 Where a sign is erected or displayed contrary to this By-law, the Chief Building Official may forward a notice, by personal service or regular post, to the lessee or owner of the sign or their agents, or if there is no lessee, or the lessee, owner or agent cannot be determined with certainty, to the person or agent

thereof having the use or major benefit of the sign, or is such person is unknown, to the registered owner of the land on which the sign is situated, requiring that the illegal sign be removed, or in a proper case, be made to comply with this By-law forthwith, it may be pulled down and removed by the Municipality.

- 7.3 If the notice is not complied with, the Chief Building Official may direct municipal forces or an independent contractor to enter upon the land to pull down and remove the sign but no such entry shall be made into a building for this purpose.
- 7.4 Signs so removed shall be stored by the Municipality for a period of not more than thirty (30) days, during which time the owner, or his agent, may be entitled to redeem the sign upon receipt of payment to the Municipality of West Nipissing of;
- a) the sum of \$100.00, being the cost of removing the sign
  - b) storage charge of \$10.00 per day
  - c) a sign acknowledgement and release on a prescribed form
  - d) where the cost of removing the sign exceeds \$100.00, then the cost to redeem the actual cost accrued by the Municipality
- 7.4.1 The expense of such removal may be recovered from the owner or occupant of the building or premises upon or to which it is attached by action at law which may include an assessment or lien to be collected in like manner or realty taxes. Nothing contained herein shall diminish or affect the liability of any person to any penalty imposed for a breach of the by-law.
- 7.5 Where a sign has been removed by the municipality and stored for a period of (30) thirty days and the said sign has not been redeemed, such sign may be forthwith destroyed or otherwise disposed of by the municipality.

---

## **8. REVOCATION OF PERMIT**

---

- 8.1 A permit may be revoked by the Municipality of West Nipissing under the following circumstances:
- a) where the sign does not conform to this by-law and amendments thereto, or
  - b) where the sign does not conform to any legal requirements of any governmental authority having jurisdiction over the area where the sign is situated, or
  - c) where the permit has been issued as the result of false or misleading statements, or undertakings in the application, or
  - d) where the permit has been issued in error by the Municipality of West Nipissing

---

## **9. CONFLICT WITH ONTARIO BUILDING CODE**

---

In the event of any conflict between the provisions of this By-law and the provisions of the Ontario Building Code, the provisions of the Ontario Building Code shall prevail.

---

## **10. REGULATIONS BY ZONE**

---

### **10.1 Signs permitted in all zones**

The following signs are allowed in all zones as defined in the Municipality of West Nipissing Zoning By-Law No. 2014/45.

- a) All signs as stated in Section 3.6.

### **10.2 Signs permitted in residential zones**

Signs are allowed in residential zones provided that they conform with Sections 4.3.1(e), 4.10, 4.11 and 4.26 of the Zoning By-Law 2014/45.

### **10.3 Signs permitted in commercial and industrial zones**

#### **10.3.1. Awnings/ Canopies**

Awnings/canopies are permitted provided that:

- a) minimum height to the frame of the canopy is 2.5 metres above the finished grade at ground level.
- b) maximum projection from the wall (building face) is 1 metre.

- c) the sign area of the advertised message is to be included in the total area calculation for fascia sign area.

#### 10.3.2. Fascia Signs

The total area of fascia signs shall not exceed .3 m<sup>2</sup> (3.2 sq. ft.) for each linear meter of building frontage and such signs shall be subject to the following regulation:

- a) maximum projection of 0.5 metres from building face
- b) building exterior walls shall be deemed to be separate building frontages for the purpose of calculating permitted area of signs on each individual wall;
- c) with respect to a building on a corner of a street and/or pedestrian way, the building frontage on each street lot line or on each pedestrian way lot line shall be deemed to be separate building frontages for the purpose of calculating the permitted area of signs;
- d) the permitted area for each separate building frontage shall not be combined to erect one or more signs on any one separate building frontage;
- e) no sign that has a flashing or intermittent illumination shall be erected if the sign is visible from a residential zone at a distance of 75 m;
- f) where letters, figures of symbols are affixed to a wall separately to denote the name of the business or service, then the sign area shall be deemed to be the area contained within a line surrounding all of the letters, figures, or symbols.
- g) fascia signs must not extend above the eaves of the building
- h) illumination is permitted

#### 10.3.3. Free Standing Signs

Free standing signs are permitted provided that:

- a) no part of the sign shall be located closer than 1.2 metres (3' 9") from a street line or lot line.
- b) minimum height of 4.5 metres above grade intended for vehicular traffic
- c) the support structure shall form an integral part of the design
- d) nothing in this by-law shall prevent the erection of one three sided free standing sign, not exceeding 24.6m<sup>2</sup> (264 sq. ft.) in area
- e) illumination is permitted, however such lights shall be directed away from any adjacent residential premises and from the path of vehicle traffic

#### 10.3.4. Mobile Signs

Mobile signs shall be permitted provided that:

- a) mobile signs are not permitted in residential zones
- b) mobile signs may be allowed for up to a 1 year period
- c) no mobile sign that has flashing or intermittent illumination shall be erected if the sign is visible from a residential area
- d) mobile signs are not permitted on public property unless; the Chief Building Official in consultation with the Manager of Public Work and the Chief of Police determine on reasonable grounds that public or occupational safety would not be at risk if free and immediate access to or on such property is not obstructed.

#### 10.3.5. Sandwich Board Signs

Sandwich board signs shall be permitted in any commercial or industrial zone provided that:

- a) the minimum height permitted is 1.5 metres
- b) the maximum width permitted is .5 of a meter
- c) sandwich board on public property shall be removed at the closing of business hours
- d) sandwich board signs shall be located in such a manner so as to provide clear and free pedestrian movement at all times and, except as provided in paragraph c) shall be placed in a position whereby they abut the building adjacent to the sidewalk, or where there is a widened area of sidewalk, sandwich board signs shall be placed as close to the curb as possible.
- e) Sandwich board signs are prohibited in residential zones
- f) Sandwich board signs shall be located no more than 2 meters from the business entrance to the business advertised on the sidewalk sign.

#### 10.3.6. Parapet Signs

Parapet sign shall be allowed provided that:

- a) one sign, not exceeding .3m<sup>2</sup> (3.2 sq. ft) in area for each linear foot shall be permitted

- for each business premise
- b) no business shall display more than one parapet sign
- c) proof of the structural stability of the sign and the roof assembly upon which the sign is to be erected shall be provided by the owner.

**10.3.7. Special provisions – Highway Corridor Area**

- Billboards shall be permitted within the Highway 17/Front Street corridor area provided that:
- a) Maximum height is restricted to 8 metres (25') above the finished grade at ground level.
  - b) Minimum distance between billboards located from any residential use in a zone where the principal use is residential is restricted to 30 metres (100').
  - c) Illumination and animation is permitted
  - d) Minimum distance between billboards shall be not less than 304 metres (1000')

---

**11. SIGNS ON PUBLIC LANDS**

---

- 11.1 The Council of the Corporation of the Municipality of West Nipissing may enter into a lease agreement with a person proposing to erect a sign on municipal property within any commercial, industrial or institutional zone.
- 11.2 Lease agreements made under this authority shall not be more than 1 year in duration.
- 11.3 Signs shall not be allowed to interfere with the normal business hours of adjoining land owners
- 11.4 Signs shall be removed on or before the expiry of the date of the lease or in the case of advertising a business be removed before the cessation of the business, whichever shall occur first.

---

**12. SIGNS ON HIGHWAYS**

---

- 12.1 Signs being erected on any Highway within the municipal jurisdiction are subject to approval and specifications of the Ministry of Transportation of Ontario.

---

**13. SIGNS ON PRIVATE LAND**

---

- 13.1 Written permission from the landowner shall be provided at the time of an application.

---

**14. SIGN STANDARD**

---

- 14.1 All signs shall be maintained in good repair and in a structurally sound condition, and any signs that are excessively weathered or faded, or those upon which the paint has excessively peeled or cracked, shall be removed or put into good state of repair along with their supporting members, upon the instruction of the Chief Building Official.

---

**15. ADMINISTRATION**

---

- 15.1 No person shall erect, display or substantially alter a sign without a building permit relating thereto having first been obtained from the Municipality.
- 15.2 The Municipality may refuse to issue a permit for any sign, which if erected, displayed or substantially altered, would be contrary to any by-law to the municipality or any other applicable law.
- 15.3 Where any sign has been erected, displayed or substantially altered in contravention of this by-law the Municipality may issue to the owner of the property on which the sign is situated an Order to Comply with this by-law.
- 15.4 Any sign other than a portable sign, that was erected on or before the day this By-law came into force is exempt from the provisions of the By-law, providing the sign is in a state of good repair. When the sign is replaced it shall conform to the provisions of this By-law.

- 15.5 In the event that the Order to Comply is not complied with then the Municipality may cause the sign to be pulled down or removed at the expense of the owner any sign that is erected, displayed, or substantially altered in contravention of this by-law; and all costs incurred shall be collected from the owner and will be deemed to be taxes in default of payment.
- 15.6 An application for a permit to construct or demolish being a form authorized under the Ontario Building Code.

---

**16. APPLICATION FEE**

---

- 16.1 There shall be an application fee for the issuance of a permit to erect, display or substantially alter a sign.
- 16.2 Permit fees double if any work requiring a permit is commenced prior to receiving a permit from the Building Department.

---

**17. APPLICATION REQUIREMENT**

---

- 17.1 The applicant for a permit to erect, display or substantially alter any sign shall file with the Chief Building Official the following;
- a) A sketch of the proposed sign, drawings and specifications covering the construction of the sign and its supporting framework.
  - b) A site sketch showing the street lines or other boundaries of the property upon which the sign is to be erected and showing the sign(s) in relation to other structures and signs upon the property.
  - c) When deemed necessary by the Chief Building Official, the plans and specifications referred to in the above subsection shall be certified by a qualified architect or engineer, and such certificate shall be supplied at the expense of the applicant.

---

**18. PUBLIC USES PERMITTED**

---

- 18.1 The provisions of this by-law shall not apply to any signs constructed or altered, or cause to be constructed by the Municipality and any of its Boards and Commissions, and/or/any department of the Government of Canada or the Province of Ontario and/or Crown Corporation for the purposes of public service.

---

**19. CONTENT OF SIGNS**

---

- 19.1 The Chief Building Official may refuse to issue a permit for a proposed sign which, if erected, displayed or substantially altered, would contain contents which:
- a) are obscene, indecent or which would tend to corrupt or demoralize;
  - b) appeal to or are designed to appeal to erotic or sexual appetites or inclinations; or
  - c) are aesthetically offensive or aesthetically incompatible with the surrounding neighbourhood
  - d) are not in compliance with the general intent of this by-law or any other by-law of the municipality
- 19.2 In the event that the Chief Building Official refuses to issue a permit for a sign on any of the grounds enumerated in paragraph 19.1 above, then the applicant may, within 7 days of said refusal, request in writing that the matter be referred to Council for deliberation and decision.
- 19.3 At least 14 days prior to the Council meeting where the matter is to be deliberated and decided upon the Municipality shall cause notice of the matter to be advertised in a local newspaper, which notice shall, amongst other things, invite members of the public to view the application for the proposed sign at the Municipality offices and to attend at the Council meeting, on written request, to participate in the deliberations regarding same at the meeting of Council.
- 19.4 At the meeting of the Council at which the matter is to be deliberated Council shall afford an opportunity to speak to the sign applicant and to all members of the public who have in writing requested in advance the opportunity to speak . Council shall then vote on whether or not to uphold the initial



decision of the Chief Building Official and the matter shall be decided by majority vote. Council's decision shall be final.

19.5 This By-law shall come into effect upon receipt of approval of Schedule "B" Short Form Wording by the Ontario Court of Justice.

---

**20. PENALTY**

---

20.1 Every person who contravenes any of the provisions of this by-law is guilty of an offence and upon conviction under the Provincial Offences Act is liable to a fine and another other penalty imposed under the Act as defined in Schedule "B" attached hereto.

---

**21. BY-LAW REPEALED**

---

21.1 That By-law No. 2007/39 and all amendments are hereby repealed.

**ENACTED AND PASSED THIS 14<sup>th</sup> DAY OF AUGUST 2018 AS WITNESSED BY THE SEAL OF THE CORPORATION AND THE HANDS OF ITS PROPER OFFICERS.**

---

LÉO MALETTE  
DEPUTY MAYOR

---

MELANIE DUCHARME  
CLERK

**SCHEDULE "A" TO BY-LAW 2018/76**

**Application for a Permit to Construct or Demolish**

This form is authorized under subsection 8(1.1) of the *Building Code Act, 1992*

<b>For use by Principal Authority</b>			
Application number:		Permit number (if different):	
Date received:		Roll number:	
Application submitted to: _____ <small>(Name of municipality, upper-tier municipality, board of health or conservation authority)</small>			
<b>A. Project information</b>			
Building number, street name		Unit number	Lot/con.
Municipality	Postal code	Plan number/other description	
Project value est. \$		Area of work (m <sup>2</sup> )	
<b>B. Purpose of application</b>			
<input type="checkbox"/> New construction	<input type="checkbox"/> Addition to an existing building	<input type="checkbox"/> Alteration/repair	<input type="checkbox"/> Demolition <input type="checkbox"/> Conditional Permit
Proposed use of building		Current use of building	
Description of proposed work			
<b>C. Applicant</b> Applicant is: <input type="checkbox"/> Owner or <input type="checkbox"/> Authorized agent of owner			
Last name		First name	Corporation or partnership
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number	Fax	Cell number	
<b>D. Owner (if different from applicant)</b>			
Last name		First name	Corporation or partnership
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number	Fax	Cell number	

**SCHEDULE "A" TO BY-LAW 2018/76**

<b>E. Builder (optional)</b>				
Last name	First name	Corporation or partnership (if applicable)		
Street address			Unit number	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number	Fax	Cell number		
<b>F. Tarion Warranty Corporation (Ontario New Home Warranty Program)</b>				
i. Is proposed construction for a new home as defined in the <i>Ontario New Home Warranties Plan Act</i> ? If no, go to section G.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
ii. Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
iii. If yes to (ii) provide registration number(s): _____				
<b>G. Required Schedules</b>				
i) Attach Schedule 1 for each individual who reviews and takes responsibility for design activities.				
ii) Attach Schedule 2 where application is to construct on-site, install or repair a sewage system.				
<b>H. Completeness and compliance with applicable law</b>				
i) This application meets all the requirements of clauses 1.3.1.3 (5) (a) to (d) of Division C of the Building Code (the application is made in the correct form and by the owner or authorized agent, all applicable fields have been completed on the application and required schedules, and all required schedules are submitted). Payment has been made of all fees that are required, under the applicable by-law, resolution or regulation made under clause 7(1)(c) of the <i>Building Code Act, 1992</i> , to be paid when the application is made.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
ii) This application is accompanied by the plans and specifications prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> .			<input type="checkbox"/> Yes	<input type="checkbox"/> No
iii) This application is accompanied by the information and documents prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> which enable the chief building official to determine whether the proposed building, construction or demolition will contravene any applicable law.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
iv) The proposed building, construction or demolition will not contravene any applicable law.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>I. Declaration of applicant</b>				
I _____ declare that: (print name)				
1. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.				
2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.				
_____ Date		_____ Signature of applicant		

Personal information contained in this form and schedules is collected under the authority of subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 2nd Floor, Toronto, M5G 2E5 (416) 585-6666.

**SCHEDULE "A" TO BY-LAW 2018/76**

**Schedule 1: Designer Information**

Use one form for each individual who reviews and takes responsibility for design activities with respect to the project.

<b>A. Project Information</b>			
Building number, street name		Unit no.	Lot/con.
Municipality	Postal code	Plan number/ other description	
<b>B. Individual who reviews and takes responsibility for design activities</b>			
Name		Firm	
Street address		Unit no.	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number	Fax number		Cell number
<b>C. Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1. of Division C]</b>			
<input type="checkbox"/> House	<input type="checkbox"/> HVAC – House	<input type="checkbox"/> Building Structural	
<input type="checkbox"/> Small Buildings	<input type="checkbox"/> Building Services	<input type="checkbox"/> Plumbing – House	
<input type="checkbox"/> Large Buildings	<input type="checkbox"/> Detection, Lighting and Power	<input type="checkbox"/> Plumbing – All Buildings	
<input type="checkbox"/> Complex Buildings	<input type="checkbox"/> Fire Protection	<input type="checkbox"/> On-site Sewage Systems	
Description of designer's work			
<b>D. Declaration of Designer</b>			
I _____ declare that (choose one as appropriate): (print name)			
I review and take responsibility for the design work on behalf of a firm registered under subsection 3.2.4. of Division C, of the Building Code. I am qualified, and the firm is registered, in the appropriate classes/categories.			
Individual BCIN: _____			
Firm BCIN: _____			
I review and take responsibility for the design and am qualified in the appropriate category as an "other designer" under subsection 3.2.5. of Division C, of the Building Code.			
Individual BCIN: _____			
Basis for exemption from registration: _____			
The design work is exempt from the registration and qualification requirements of the Building Code.			
Basis for exemption from registration and qualification: _____			
I certify that:			
1. The information contained in this schedule is true to the best of my knowledge.			
2. I have submitted this application with the knowledge and consent of the firm.			
_____	_____		
Date	Signature of Designer		

**NOTE:**

- For the purposes of this form, "individual" means the "person" referred to in Clause 3.2.4.7(1)(c) of Division C, Article 3.2.5.1. of Division C, and all other persons who are exempt from qualification under Subsections 3.2.4. and 3.2.5. of Division C.
- Schedule 1 is not required to be completed by a holder of a license, temporary license, or a certificate of practice, issued by the Ontario Association of Architects. Schedule 1 is also not required to be completed by a holder of a license to practise, a limited license to practise, or a certificate of authorization, issued by the Association of Professional Engineers of Ontario.

**SCHEDULE "A" TO BY-LAW 2018/76**

**Schedule 2: Sewage System Installer Information**

<b>A. Project Information</b>			
Building number, street name		Unit number	Lot/con.
Municipality	Postal code	Plan number/ other description	
<b>B. Sewage system installer</b>			
Is the installer of the sewage system engaged in the business of constructing on-site, installing, repairing, servicing, cleaning or emptying sewage systems, in accordance with Building Code Article 3.3.1.1, Division C?			
<input type="checkbox"/> Yes (Continue to Section C) <input type="checkbox"/> No (Continue to Section E) <input type="checkbox"/> Installer unknown at time of application (Continue to Section E)			
<b>C. Registered installer information (where answer to B is "Yes")</b>			
Name		BCIN	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number	Fax		Cell number
<b>D. Qualified supervisor information (where answer to section B is "Yes")</b>			
Name of qualified supervisor(s)		Building Code Identification Number (BCIN)	
<b>E. Declaration of Applicant:</b>			
<p>I _____ declare that:</p> <p style="text-align: center;">(print name)</p> <p>I am the applicant for the permit to construct the sewage system. If the installer is unknown at time of application, I shall submit a new Schedule 2 prior to construction when the installer is known;</p> <p><u>OR</u></p> <p>I am the holder of the permit to construct the sewage system, and am submitting a new Schedule 2, now that the installer is known.</p> <p>I certify that:</p> <ol style="list-style-type: none"> <li>1. The information contained in this schedule is true to the best of my knowledge.</li> <li>2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.</li> </ol> <p>_____</p> <p style="display: flex; justify-content: space-between;"> <span>Date</span> <span>Signature of applicant</span> </p>			

Municipality of West Nipissing  
**SIGNS and ADVERTISING DEVICES BY-LAW**  
**SCHEDULE "B" TO BY-LAW 2018/76**  
*Part I - Provincial Offences Act*

**REGULATING SIGNS AND OTHER ADVERTISING DEVICES, INCLUDING POSTING OF NOTICES  
ON BUILDINGS OR VACANT LANDS WITHIN THE MUNICIPALITY OF WEST NIPISSING**

**LIST OF OFFENCES**

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Short Form Wording	Provision creating or defining offence	Set Fine
1	Erect, display or maintain abandoned signs	Section 3.1 a)	\$135.00
2	Erect, display or maintain signs imitating or resembling traffic sign or government signs	Section 3.1 b)	\$135.00
3	Erect, display or maintain banners	Section 3.1 c)	\$135.00
4	Erect, display or maintain rooftop signs	Section 3.1 d)	\$135.00
5	Erect, display or maintain hanging signs	Section 3.1 e)	\$135.00
6	Construct or alter a sign without a building permit	Section 3.2 a)	\$135.00
7	Cause construction or alteration of a sign without a building permit	Section 3.2 b)	\$135.00
8	Failure to conform with any order issued under this by-law.	Section 3.3 c)	\$135.00
9	Failure to direct signage lights away from any adjacent residential premises	Section 3.5 a)	\$135.00
10	Failure to direct signage lights away from the path of vehicle traffic	Section 3.5 b)	\$135.00
11	Sign which obstructs the sight of or access to a fire hydrant	Section 3.7 a)	\$135.00
12	Sign which obstructs the sight of or access to a sprinkler connection	Section 3.7 b)	\$135.00
13	Sign which obstructs the sight of or access to a fire alarm box	Section 3.7 c)	\$135.00
14	Sign which obstructs the sight of or access to a police call box	Section 3.7 d)	\$135.00
15	Sign which obstructs the sight of or access to a traffic signal box	Section 3.7 e)	\$135.00
16	Sign which obstructs the sight of or access to a traffic signal light	Section 3.7 f)	\$135.00
17	Sign which obstructs the sight of or access to a street light poles	Section 3.7 g)	\$135.00
18	Sign which obstructs the sight of or access to a traffic signs	Section 3.7 h)	\$135.00
19	Sign which obstructs the sight of or access to a manhole	Section 3.7 i)	\$135.00
20	Sign which obstructs the sight of or access to a catch basin	Section 3.7 j)	\$135.00
21	Sign which obstructs the sight of or access to a waterworks	Section 3.7 k)	\$135.00
22	Sign which obstructs the sight of or access to a valve chamber	Section 3.7 l)	\$135.00
23	Sign which obstructs the sight of or access to a fire escape	Section 3.7 m)	\$135.00
24	Sign which obstructs the sight of or access to an emergency exit from building	Section 3.7 n)	\$135.00
25	Erect or display of a sign without an application for a permit to construct or demolish	Section 4.1	\$135.00
26	Erect or display a sign which constitutes a danger to the public by reason of faulty support	Section 5.1 a)	\$135.00
27	Erect or display a sign which constitutes a danger to the public by reason of inadequate construction	Section 5.1 b)	\$135.00
28	Erect or display a sign which constitutes a danger to the public by reason of dangerous distraction to vehicular traffic	Section 5.1 c)	\$135.00
29	Failure to maintain sign in good repair and in structurally sound condition	Section 14.1	\$135.00
30	Erect, display or substantially alter a sign without a building permit.	Section 15.1	\$135.00

**NOTE:** The penalty provision for the offences indicated above is Sections 20 of By-law 2018/76, a certified copy of which has been filed.